

Pierce Piano Studio

Joel Pierce, M.M.

Piano and Organ Teacher

Policies and Procedures (2019 – 2020)

Below you will find policy information for the 2019 - 2020 year.
Please read the policies carefully and feel free to ask questions at any time.

Welcome!

Whether you or your child are about to experience the beautiful world of music-making for the first time, or you are already an experienced musician who would like to extend your musical talents, I have the necessary tools to help you achieve your goals. Learning how to create music is extremely rewarding and builds skills you will carry with you for years to come. You might be surprised how these skills will impact other areas of your life as well. I look forward to the opportunity to assist you in reaching your musical goals!

A typical lesson will include:

Rhythmic studies

- In my studio, students learn fundamental rhythmic concepts through body movement, drums, piano, and more!

Piano/organ repertoire

- Each week students will be given songs to practice. At every lesson we'll check the progress of these songs and work together to make sure we're getting everything we need to get out of them.

Written Music Theory

- Students will also be assigned short, weekly written theory assignments. At every lesson we'll go over the assignment and make sure all the concepts are solidly understood.

Games

- Piano lessons in my studio aren't spent entirely at the piano bench. Fun, musical, and age appropriate games are incorporated throughout the lesson to reinforce musical ideas and concepts. These games come in the form of the iPad, flashcards, memory games, dice games, and more!

Music History Projects

- In the weeks leading up to the studio recital, students will complete a short music history project. These projects will not require extra time spent outside of lessons. All ages can participate in these fun and informative projects. At the recital, we'll display the projects for parents and friends to see!

Registration

New students may register at any time during the year. Please fill out the new student questionnaire found at www.joelpiercepianist.com.

Lesson Times and Location

Lessons will take place at the Pierce Piano Studio located at **17 Homeplace, Topsham, ME 04086**. Please speak with Joel about setting up a weekly lesson slot, or to request a change in your current lesson slot.

Lessons are not currently held on Sundays or Thursdays.

***Important:** Please arrive 5 minutes before your lesson time and wait in the waiting area. Each student's lesson time will be respected, and if you are late, your lesson time will not be extended. If you or a parent would like to discuss the progress of a student, the first 5 minutes of the lesson can be used for this purpose. Alternatively, Joel is available to answer questions or give progress updates via phone call or email.

Holidays and Summer Months

Lessons will not be held on major holidays. These days include:

Labor Day (September 2nd, 2019)
Thanksgiving (November 28th, 2019 – November 29th, 2019)
Christmas/New Year's (December 22nd, 2019 – January 1st, 2020)
Memorial Day (May 25th, 2019)
Independence Day (July 4th, 2020)

Lessons continue throughout most of the summer. A recess may be taken in the summer months. If you are taking a vacation at any time during the year, please let Joel know as soon as possible. If you will be away from piano lessons for more than three weeks, a non-refundable deposit will be required to hold your lesson slot. This fee will vary depending on the length of your recess.

Please contact Joel with questions or concerns.

Tuition

Annual registration fee - \$30.00

Meet and greet/first lesson - \$20.00

\$30.00/lesson - 30 minute weekly lessons

\$40.00/lesson - 45 minute weekly lessons

\$50.00/lesson - 60 minute weekly lessons

Monthly lessons are purchased monthly in advance. Payment is due at the first lesson of each month.

The student/parent is responsible for the purchase of required method books and supplemental sources. These items, when needed, will be added to your monthly tuition invoice.

Fees include a weekly lesson time, prepared in advance, to be free of interruptions and distractions, and reserved exclusively for that student each week. That time slot remains committed to the student whether the student uses the time or not. As such, students who miss lessons will not have these lessons refunded, similar to any other extracurricular activity (please see **Missed Lessons (Students)**).

Student Recitals

Periodic recitals will be scheduled. Information about recitals will be provided well in advance.

Missed Lessons (Students)

If the student cannot attend the scheduled lesson time, the student may have the option of rescheduling the lesson if the instructor has a time slot available, and if the student contacts the instructor at least 24 hours prior to the lesson time via phone call or email. In the event the student does not contact the instructor 24 hours prior to the lesson time, the lesson will not be rescheduled and the student will forfeit that lesson. Exceptions may be made for emergencies at the discretion of the instructor.

Missed Lessons (Instructor)

Should the instructor need to cancel a lesson, every attempt will be made to reschedule the lesson. In the event rescheduling is not possible, the instructor will record a video lesson for that week and send it to the student.

Withdrawals

Students may withdraw from lessons at any time, however, notice must be given at least two weeks in advance in order to receive a refund for any remaining prepaid lessons.

Expectations for Students and Parents

All students are expected to behave in a positive, respectful manner during their lessons. Students are expected to practice, finish assignments, and come to lessons prepared and willing to learn.

Determination, hard work, and perseverance are important qualities while learning an instrument. Family involvement and support in the student's musical interests is vital, and a quiet, goal-oriented regular practice time is required. In cases of ongoing student behavioral challenges or a consistent record of problems with lesson preparation, the instructor reserves the right to terminate lessons. In the case of termination, any prepaid lessons that have not been given will be refunded.

Please note: In some cases, especially with younger children, the student may simply not be ready for piano lessons. I have taught children under the age of five successfully, however, each student is different. If the student is unable to sit still for a half hour, I will recommend we try 15 minute lessons. If issues still arise, I will politely insist on waiting at least one year before beginning piano lessons again.

Physical Contact

The nature of learning the piano requires a great degree of focus on physical control of the hands, arms, and body. Things such as posture, hand position, and arm position may sometimes require respectful physical contact to ensure proper technique is developed. Please discuss any concerns about physical contact with the instructor.

The instructor reserves the right to alter, add, or remove information from the "Policies and Procedures" document at any time and without notice.

Please sign below and give to the instructor.

I, _____, have received,
(print name)
read, understood, and agreed to the policies presented above.

Signature: _____

Date: _____